DOCUMENT RESUME

ED 414 952 IR 056 812

AUTHOR	Butler, E. Sonny
TITLE	Using Microsoft Access: A How-To-Do-It Manual for Librarians. How-To-Do-It Manuals for Librarians, Number 76.
ISBN	ISBN-1-55570-268-6
PUB DATE	1997-00-00
NOTE	118p.
AVAILABLE FROM	Neal-Schuman Publishers, Inc., 100 Varick St., New York, NY 10013-1506 ($35).
PUB TYPE	Books (010) -- Guides - Non-Classroom (055)
EDRS PRICE	Document Not Available from EDRS.
DESCRIPTORS	*Database Design; *Database Management Systems; *Databases; Information Management; Information Storage; Instructional Materials; *Libraries; *Library Automation; Microcomputers; Resource Materials
IDENTIFIERS	*How To Books; *Microsoft Access

ABSTRACT

Much of what librarians do today requires adeptness in creating and manipulating databases. Many new computers bought by libraries every year come packaged with Microsoft Office and include Microsoft Access. This database program features a seamless interface between Microsoft Office's other programs like Word, Excel, and PowerPoint. This book provides a step-by-step guide to using Microsoft Access to design applications that meet specific, and sometimes unique, library needs. The book uses library-specific examples to show how to use this database program. The examples cover designing the database, adding entries, enhancing the structure, preparing reports, and printing. The book begins with explanations of Windows' basic functions (multitasking, menu bars, saving files, closing and exiting applications). It also covers setting up a simple database, including designing and building the table structure; entering records; sorting and indexing data fields; using simple and complex queries to search the database; the concept of the relational database; and producing reports and labels. Processes and examples are illustrated with 101 figures. A glossary and index are provided. (Author/SWC)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****